

**SUPPORTING DOCUMENTATION: Original Charge to Core Curriculum Task Force**  
22 November 2005

**Core Curriculum Task Force**

**Task Force Membership**

- Fifteen-member Task Force: One faculty representative from education, library, business, architecture, engineering, health professions/nursing, dental hygiene, math, and science; four faculty representatives from liberal arts; and two non-voting administrative representative designated by the AVP.

*13 McNichols faculty representatives (2 years):*

Gregory M. Grabowski, grabowgm@udmercy.edu

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Donna M. Roe, roedm@udmercy.edu

Katherine E. Snyder, snyderke@udmercy.edu

*2 non-voting administrative representatives:*

Kenneth L. Henold, Associate Dean for the College of Engineering and Science,

henoldkl@udmercy.edu

Michael E. Houdyshell, Director of Student Life, houdysme@udmercy.edu

**Charge**

**Initial Organizational Structure and Tasks**

- Determine Task Force's organizational structure (officers/leadership e.g., chairperson, secretary, and/or other positions)
- Draft operational policies and procedures (e.g., frequency of meetings, who calls meetings), notification time of meetings (e.g., ten days), time period for distribution of agenda (e.g., five days), timeline for preparation and approval of meeting minutes
- Establish procedures for keeping records of approved resolutions, determinations, advice, membership records and other actions
- Operate according to clear time limits for action on various issues as per paragraph 4 under "Further Details" of Shared Governance Task Force proposal as approved by the university community. See also language under section on MFA indicating "During the pilot period, stringent timelines will be established both for committee and MFA

processes and actions."

- Establish procedures for consultation with relevant administrators to insure mutual sharing of relevant information, data, and concerns
- Deliberate and act on pending issues identified by the Academic Vice President and Provost
- Provide draft policies and procedures to Shared Governance Task Force by December 1, 2005. (Please note that given the temporary status of the Core Curriculum Task Force, it is expected that draft policies and procedures will be succinct.)

### **Ongoing Responsibilities**

- Explore best practices in terms of the structuring of core curricula at other comparable institutions
- Develop, in conjunction with the AVP, a core undergraduate curriculum for the University of Detroit Mercy
- Report on the Task Force's deliberations to the McNichols Faculty Assembly and, by majority vote of the Task Force, make a specific recommendation on a new core curriculum.
- Keep the university community informed of task force activities through providing summary minutes of meetings and reports posted to the shared governance website. The secretary of the task force is responsible for these postings and for informing *Campus Connections* of new postings.

### **Tasks for Academic Year 2005-2006**

*Suggested Tasks:* None in addition to those stated above

*Timeline:* August 1, 2006

#### **Suggested Parameters:**

- Phase One: Answer the question, What is the purpose of Core and how does it relate to the University's mission?
  - Develop a series of forums to ensure broad-based input from McNichols faculty
- Phase Two: Articulate a Core that is realistic and has measurable outcomes
  - Assessment should be built into Core
  - Core requirements must integrate into the present programs of study, not add to the length of programs (e.g., professional programs such as engineering, nursing, architecture, business, education, counseling), and not unduly reduce students' options for electives.
  - Core requirements should not be a barrier to transfer to UDM (e.g., enable transfer students to apply course work at their previous institutions).